



OUR DIFFERENCE



The HRG Global Hotel Programme gives hotels the opportunity to load rates under our exclusive GDS rate access codes and therefore receive business from our worldwide network.

Our key differences are:

- We work exclusively with a limited number of hotels in each city.
- All hotels participating will be biased on all HRG online booking systems.
- Exclusive marketing opportunities on the HRG online directory which is used by HRG clients and consultants worldwide.
- HRG Programme Value Guarantee.
 - Any new hotel participating in the HRG programme that does not receive business from HRG to cover the cost of participation (1-5 room nights depending on rate), HRG will refund 50% of the participation fee and put the hotel into the following year's programme free of charge.



CORPORATE OVERVIEW



Annual Sales

Approx. US\$16 billion

Employees

Approx. 12,000

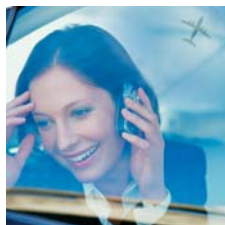
Global Reach

HRG own in 25 key driver markets and has a worldwide network of over 120 countries.

Through our parent company Hogg Robinson Group, HRG has a long and prestigious history: more than 160 years of experience specialising in a range of high quality corporate services for multinational and national clients throughout the decades. Our corporate services interests include wholly-owned or majority controlled corporate travel operations in key driver and growth markets throughout Asia Pacific, Europe and North America. Supported by contracted partners, the HRG worldwide network extends to more than 120 countries.

Making a Difference

HRG's philosophy is to focus on three differentiators – its people, its technology and its breadth of service. It is these three areas that combine to deliver service excellence, cost savings, efficiency and innovation to clients around the globe. The Company has experienced management and skilled operators together with a strong reputation for technology which it develops and owns in-house. In addition, HRG is the only major travel management company to offer a real breadth of service.



CORPORATE TRAVEL
MANAGEMENT



CONSULTING



EVENTS & MEETINGS
MANAGEMENT



SPORTS



EXPENSE
MANAGEMENT

HRG's client base spans a broad range of industry sectors including Automotive, Banking and Finance, Manufacturing, Media and Entertainment, Oil and Gas, Pharmaceutical, Telecommunications; these companies operate from a host of international locations, many with operations themselves crossing international borders. HRG is also proud to service a number of public sector clients.

A Hogg Robinson Group company.

TOP 250

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Rank	City	State	Country	Total Room Nights
1	LONDON		UK	727,013
2	NEW YORK	NY	UNITED STATES	399,119
3	MADRID		SPAIN	192,457
4	SAN FRANCISCO	CA	UNITED STATES	175,041
5	CHARLOTTE	NC	UNITED STATES	150,446
6	TORONTO		CANADA	147,180
7	LOS ANGELES	CA	UNITED STATES	145,855
8	STOCKHOLM		SWEDEN	144,320
9	PARIS		FRANCE	131,738
10	EDINBURGH		UK	127,063
11	HEATHROW AIRPORT		UK	115,853
12	BIRMINGHAM		UK	111,784
13	SYDNEY		AUSTRALIA	110,495
14	BOSTON	MA	UNITED STATES	105,953
15	CHICAGO	IL	UNITED STATES	104,621
16	OSLO		NORWAY	103,374
17	BRISBANE		AUSTRALIA	99,756
18	BRISTOL		UK	99,495
19	MELBOURNE		AUSTRALIA	99,142
20	BARCELONA		SPAIN	98,261
21	SINGAPORE		SINGAPORE	97,546
22	WASHINGTON	DC	UNITED STATES	91,575
23	MANCHESTER		UK	91,027
24	HOUSTON	TX	UNITED STATES	90,552
25	PHILADELPHIA	PA	UNITED STATES	86,783

Rank	City	State	Country	Total Room Nights
26	MINNEAPOLIS	MN	UNITED STATES	84,071
27	MONTREAL	QU	CANADA	82,821
28	FRANKFURT		GERMANY	81,643
29	JOHANNESBURG		SOUTH AFRICA	78,478
30	GLASGOW		UK	78,165
31	ATLANTA	GA	UNITED STATES	74,177
32	LEEDS		UK	74,142
33	MILAN		ITALY	72,675
34	ZURICH		SWITZERLAND	69,850
35	BERLIN		GERMANY	69,310
36	HONG KONG		HONG KONG	68,651
37	HAMBURG		GERMANY	67,348
38	VANCOUVER	BC	CANADA	66,688
39	LAS VEGAS	NV	UNITED STATES	66,028
40	PHOENIX	AZ	UNITED STATES	64,957
41	MOSCOW		RUSSIAN FEDERATION	63,003
42	DALLAS	TX	UNITED STATES	62,110
43	COPENHAGEN		DENMARK	61,672
44	CALGARY	AL	CANADA	59,380
45	TOKYO		JAPAN	59,261
46	CAPE TOWN		SOUTH AFRICA	59,160
47	BRUSSELS		BELGIUM	58,772
48	PERTH		AUSTRALIA	58,169
49	ORLANDO	FL	UNITED STATES	54,843
50	MUNICH		GERMANY	54,825

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Rank	City	State	Country	Total Room Nights
51	NEWARK	NJ	UNITED STATES	52,402
52	GENEVA		SWITZERLAND	51,612
53	DENVER	CO	UNITED STATES	50,606
54	HELSINKI		FINLAND	47,452
55	DUBAI		UNITED ARAB EMIRATES	47,452
56	AMSTERDAM		NETHERLANDS	47,407
57	BASEL		SWITZERLAND	46,928
58	SHANGHAI		CHINA	46,136
59	MUMBAI		INDIA	45,606
60	ROME		ITALY	45,193
61	DUBLIN		IRELAND	43,719
62	ST LOUIS	MO	UNITED STATES	40,852
63	DES MOINES	IA	UNITED STATES	40,819
64	GOTHENBURG		SWEDEN	39,371
65	DETROIT	MI	UNITED STATES	38,452
66	OTTAWA	ON	CANADA	37,935
67	NEWCASTLE UPON TYNE		UK	37,581
68	GLOUCESTER		UK	36,607
69	BERGEN		NORWAY	36,540
70	SAN JOSE	CA	UNITED STATES	36,399
71	STAVANGER		NORWAY	35,190
72	TOWNSVILLE		AUSTRALIA	33,686
73	SHEFFIELD		UK	32,978
74	LISBON		PORTUGAL	32,698
75	READING		UK	32,674

Rank	City	State	Country	Total Room Nights
76	ORANGE COUNTY	CA	UNITED STATES	32,507
77	CINCINNATI	OH	UNITED STATES	32,249
78	SEATTLE	WA	UNITED STATES	32,099
79	SWINDON		UK	32,071
80	ABERDEEN		UK	31,836
81	MEXICO CITY	DF	MEXICO	31,427
82	MIAMI	FL	UNITED STATES	31,129
83	CAIRNS		AUSTRALIA	30,281
84	MILTON KEYNES		UK	29,571
85	BURBANK	CA	UNITED STATES	29,420
86	GATWICK AIRPORT		UK	29,242
87	RALEIGH DURHAM	NC	UNITED STATES	28,667
88	SIENA		ITALY	27,766
89	ROCKHAMPTON		AUSTRALIA	27,505
90	HALIFAX		UK	26,940
91	CARDIFF		UK	26,874
92	BASINGSTOKE		UK	26,392
93	LIVERPOOL		UK	26,249
94	ISTANBUL		TURKEY	26,053
95	HARTFORD	CT	UNITED STATES	25,958
96	BUDAPEST		HUNGARY	25,703
97	BEIJING		CHINA	25,560
98	PITTSBURGH	PA	UNITED STATES	25,295
99	SAN DIEGO	CA	UNITED STATES	24,968
100	EDMONTON	AB	CANADA	24,404

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Rank	City	State	Country	Total Room Nights
101	INDIANAPOLIS	IN	UNITED STATES	24,218
102	SAO PAULO	SP	BRAZIL	23,727
103	DERBY		UK	23,434
104	ADELAIDE		AUSTRALIA	23,370
105	NORTHAMPTON		UK	23,260
106	BOLOGNA		ITALY	23,102
107	CHESTER		UK	23,045
108	BANGALORE		INDIA	22,395
109	PORTLAND		UNITED STATES	22,372
110	SAN ANTONIO	TX	UNITED STATES	22,168
111	SOUTHAMPTON		UK	21,637
112	DÜSSELDORF		GERMANY	21,610
113	CANBERRA		AUSTRALIA	21,338
114	TAMPA	FL	UNITED STATES	20,981
115	ST ALBANS		UK	20,320
116	VIENNA		AUSTRIA	19,930
117	NOTTINGHAM		UK	19,798
118	WATFORD		UK	19,653
119	PORTSMOUTH		UK	19,487
120	AUSTIN	TX	UNITED STATES	19,355
121	LYON		FRANCE	19,032
122	SALT LAKE CITY	UT	UNITED STATES	18,401
123	GREENVILLE	SC	UNITED STATES	18,167
124	NEW DELHI		INDIA	18,013
125	JACKSONVILLE	FL	UNITED STATES	17,999

Rank	City	State	Country	Total Room Nights
126	STUTTGART		GERMANY	17,862
127	FORT LAUDERDALE	FL	UNITED STATES	17,759
128	LEICESTER		UK	17,421
129	RICHMOND	VA	UNITED STATES	17,233
130	WINNIPEG	MB	CANADA	17,177
131	BUENOS AIRES	BA	ARGENTINA	17,166
132	BELFAST		UK	17,104
133	MILWAUKEE	WI	UNITED STATES	17,025
134	CHELTENHAM		UK	16,740
135	PRAGUE		CZECH REPUBLIC	16,323
136	MALMO		SWEDEN	16,196
137	NASHVILLE	TN	UNITED STATES	16,089
138	COLOGNE		GERMANY	16,018
139	MACKAY		AUSTRALIA	15,809
140	KRISTIANSAND		NORWAY	15,785
141	WARSAW		POLAND	15,639
142	LUXEMBOURG		LUXEMBOURG	15,601
143	OAKLAND	CA	UNITED STATES	14,858
144	GREENSBORO	NC	UNITED STATES	14,776
145	COVENTRY		UK	14,583
146	NEW ORLEANS	LA	UNITED STATES	14,532
147	ONTARIO	ON	CANADA	14,456
148	WHITE PLAINS	NY	UNITED STATES	14,410
149	SLOUGH		UK	14,009
150	BRADFORD		UK	13,862

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Rank	City	State	Country	Total Room Nights
151	EALING		UK	13,518
152	CAMBRIDGE		UK	13,314
153	NUREMBERG		GERMANY	13,201
154	SACRAMENTO	CA	UNITED STATES	13,091
155	ROANOKE	NC	UNITED STATES	13,068
156	COLUMBUS	OH	UNITED STATES	12,895
157	HANOVER		GERMANY	12,692
158	OXFORD		UK	12,579
159	ATHENS		GREECE	12,472
160	ST PETERSBURG		RUSSIAN FEDERATION	12,343
161	KANSAS CITY	MO	UNITED STATES	12,033
162	WILMINGTON	PA	UNITED STATES	11,746
163	COLOMBIA		BOGOTA	11,736
164	HONOLULU-OAHU	HI	UNITED STATES	11,595
165	QUEBEC	QC	CANADA	11,482
166	BOURNEMOUTH		UK	11,352
167	CAIRO		EGYPT	10,781
168	TOOWOOMBA		AUSTRALIA	10,674
169	ALBANY	NY	UNITED STATES	10,501
170	AUCKLAND		NEW ZEALAND	10,418
171	WICHITA	KS	UNITED STATES	10,405
172	CLEVELAND	OH	UNITED STATES	10,354
173	TRONDHEIM		NORWAY	10,281
174	THUNDER BAY	ON	CANADA	10,115
175	WEST PALM BEACH	FL	UNITED STATES	9,806

Rank	City	State	Country	Total Room Nights
176	BRIGHTON		UK	9,783
177	MANNHEIM		GERMANY	9,761
178	BUFFALO	NY	UNITED STATES	9,524
179	ST JOHNS	NL	CANADA	9,470
180	KUALA LUMPUR		MALAYSIA	9,311
181	ALBUQUERQUE	NM	UNITED STATES	9,306
182	CHARLESTON	SC	UNITED STATES	9,286
183	LOUISVILLE	KY	UNITED STATES	9,068
184	MEMPHIS	TN	UNITED STATES	9,019
185	PUNE		INDIA	8,729
186	KNOXVILLE		UNITED STATES	8,646
187	OKLAHOMA CITY	OK	UNITED STATES	8,636
188	SCHAUMBURG		GERMANY	8,554
189	OMAHA	NE	UNITED STATES	8,524
190	BRENTFORD		UK	8,311
191	TURIN		ITALY	7,988
192	TOLUCA		MEXICO	7,968
193	MUMBAI		INDIA	7,859
194	HUNTSVILLE/DECATUR	AL	UNITED STATES	7,836
195	EXETER		UK	7,778
196	MOUNT ISA		AUSTRALIA	7,697
197	NORFOLK	VA	UNITED STATES	7,687
198	BRIGHOUSE		UK	7,559
199	SAVANNAH	GA	UNITED STATES	7,517
200	BRATISLAVA		SLOVAKIA	7,343

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Rank	City	State	Country	Total Room Nights
201	ABU DHABI		UAE	7,331
202	SOLIHULL		UK	7,326
203	LEIPZIG		GERMANY	7,237
204	IPSWICH		UK	7,217
205	TEL AVIV		ISRAEL	7,008
206	DAYTONA BEACH	FL	UNITED STATES	6,902
207	LANCASTER		UK	6,900
208	BOISE	ID	UNITED STATES	6,894
209	MOBILE	AL	UNITED STATES	6,816
210	BIELLA		ITALY	6,792
211	ASPEN	CO	UNITED STATES	6,720
212	KINGSTON	ON	CANADA	6,716
213	FLORENCE		ITALY	6,706
214	QUERETERO		MEXICO	6,574
215	SAN JUAN	PR	PUERTO RICO	6,382
216	TURIN		ITALY	6,308
217	WINDSOR		UK	6,278
218	VILNIUS		LITHUANIA	6,227
219	TUCSON	AZ	UNITED STATES	6,224
220	BUNDABERG		AUSTRALIA	6,183
221	SASKATOON	SK	CANADA	6,156
222	KNUTSFORD		UK	6,070
223	ROTTERDAM		NETHERLANDS	6,041
224	ST HELIER		JERSEY	5,971
225	ALLENTOWN	PA	UNITED STATES	5,952

Rank	City	State	Country	Total Room Nights
226	WOLFSBURG		GERMANY	5,829
227	RIYAH		SAUDI ARABIA	5,783
228	IDAHO FALLS	ID	UNITED STATES	5,754
229	NEWPORT		UK	5,613
230	DRESDEN		GERMANY	5,587
231	VASTERAS		SWEDEN	5,585
232	TULSA	OK	UNITED STATES	5,562
233	SIOUX FALLS	SD	UNITED STATES	5,532
234	STRASBORG		AUSTRIA	5,498
235	CHATTANOOGA	TN	UNITED STATES	5,458
236	KARLSRUHE		GERMANY	5,404
237	MADISON	WI	UNITED STATES	5,344
238	PASCO	FL	UNITED STATES	5,245
239	LEXINGTON	KY	UNITED STATES	5,222
240	EPSOM DOWNS		UK	5,201
241	NAPOLI		ITALY	5,166
242	KINGAROI		AUSTRALIA	5,161
243	SPOKANE	WA	UNITED STATES	5,148
244	REGINA	SK	CANADA	5,084
245	CHENNAI		INDIA	4,986
246	BANGKOK		THAILAND	4,265
247	HYDERABAD		INDIA	4,125
248	POOLE		UK	4,089
249	MONCTON	NB	CANADA	3,842
250	BREMEN		GERMANY	3,824

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CONTRACT TIMELINE

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Contracts must be received by 31 August 2011 to be considered.

Hogg Robinson plc trading as Hogg Robinson Group (“HRG”) will require contract submissions for its 2012 HRG Global Hotel Programme in the NBTA Modular Hotel RFP format. All references to “Hotel(s)”, “you” or “your(s)” shall mean the hotel and where appropriate its owners or chain affiliation submitting rates pursuant to this Agreement.

Hotel may submit Hotel data (as required by this agreement) in one of two ways:

1. Electronically using 2012 NBTA Standard Format Modules 1-6. (See “Electronic File Guidelines and Specifications”)
2. Via the Internet, HRG provides a password protected website for filing RFP’s – HRG does not warrant that the website will be totally uninterrupted or error free. If you intend to submit via the internet, contact globalhotelprogramme@hrgworldwide.com for detailed instructions. Please print and retain a copy of each RFP submitted for your records.

PLEASE NOTE THAT COMPLETION OF A PAPER CONTRACT IS NOT A VALID FORM OF SUBMISSION

Rates & Programme Criteria

1. Hotels must offer HRG commissionable rates – min 10% commission (also known as preferred rates).
2. HRG non-commissionable (net) rates are optional. HRG net rates must appear in the GDS and must reflect the full commission deduction. If Hotel is participating in other travel management company/consortia net rate programmes, Hotel will offer net rates to HRG.

There are 2 rate plans authorised for submission:

1. FIXED RATES

A maximum of 2 room types & 4 rate periods. All rates with Last Room Availability (“LRA” – i.e. not inventory managed or yield management controlled, provided there is a room available at the Hotel at the contracted room type, HRG rates must be honoured), and a maximum of 25 blackout dates. Rates must be expressed in a continuous format without gaps in dates. Hotels are requested to submit flat preferred rates (same rates for single or double occupancy). HRG rates loaded in GDS may fluctuate below the rate submitted on the RFP, however the rate may not exceed the contracted rate.

2. FLEXIBLE/DYNAMIC RATES

Option 1: Ceiling rate with LRA, rates can fluctuate below the ceiling rate

Option 2: Minimum of 10% discount off best available market rate.

Option 3: Ceiling rate (with LRA) and 10% discount off best available market rate.

- HRG rates must not have minimum stay requirements.
- HRG rates must be lower than corporate rates and lower than or at parity with all other travel agencies and consortia groups.
- HRG rates loaded in the GDS may fluctuate below the rate submitted on the RFP; however, the rate may not exceed the contracted rate. (Option 1 & 3 only)
- Rates are valid 1 January – 31 December 2012.
- All accepted rates must be loaded into the GDS* and access opened under the appropriate rate codes within two weeks of notification of acceptance of the contract.
- Rates may be pre-loaded. If the hotel is not accepted in the programme, rates must be removed from the GDS* immediately upon notification of decline.
- A preferred rate must NOT, under any circumstances, appear in GDS* if the property has not paid to be in the programme, was not submitted, or was rejected from the programme. This is known as “squatting”. Should the property be found to be squatting, it must be removed from GDS immediately upon notification from HRG. If the property is part of a chain, HRG reserves the right to remove the entire chain from the HRG Global Hotel Programme.
- All rates and currency in the GDS must be consistent with the rates and currency presented in this contract.
- Listing on www.hotels.hrgworldwide.com taken directly from information provided on the RFP. It is the hotel's responsibility to ensure that all information provided is accurate and submitted as outlined on the RFP.

*Applies to hotels represented in the GDS.

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Communication/Technology – Module 6

Contracts must be received by 31 August 2011 to be considered.

General Terms & Conditions

- Under the Global Hotel Programme, HRG will, on payment of the participation fee and further fees as appropriate, advertise the Hotel's rates to HRG consultants and their customers as set out in this Agreement.
- This Agreement is effective for a period of twelve months from 1st January 2012 ("Term") and must NOT be packaged together with any other programmes.
- This Agreement is a legally binding contract between the Hotel submitting rates and HRG and may not be amended. Amendments and/or addendums are strictly prohibited and shall have no effect nor shall they release contracting Hotel from obligations specified in this agreement. The Hotel agrees to inform all parties affected by the content of this contract.
- This Agreement shall be governed by the laws of England & Wales and the Hotel and HRG both hereby submit to the non-exclusive jurisdiction of the English courts.
- RATES: The Hotel shall honour all rate(s) and contractual commitments as set out in this Agreement and as outlined to all HRG subsidiaries, its network of travel management companies ("HRG Network") as a whole, and regions/parts thereof, HRG Network members and partners, and any combination of the foregoing for the purpose of making hotel reservations for their clients for the Term. The Hotel will honour the preferred HRG rates specified in herein or by HRG as the case may be at all times where not prevented by law, regardless of changes in the Hotel's ownership or chain affiliation. The hotel verifies that the preferred rates submitted to HRG are equal to or lower than any unrestricted commissionable rates offered to any other travel agency, consortium, third party internet site or your hotel company's Internet site. Should lower rates be offered to any of the listed parties that rate shall also apply to HRG, rates shall not be undersold in any other booking channel. The Hotel shall not INCREASE the HRG rate at any time during the contractual rate period as specified herein. If contracted rates are lowered over the course of the Term, Hotel must contact HRG Global Hotel Programme administration at globalhotelprogramme@hrgworldwide.com
- ROOM CANCELLATION POLICY: The Hotel's policy shall be suitable for international business travellers (i.e. 4pm on day of arrival). However, it must be no more than 72 hours before arrival.
- INFORMATION: The Hotel agrees to inform all parties affected by the content of this Agreement that is, any chains to which it belongs or is affiliated, or any other relevant third party, affiliate or partner. Participation into the Global Hotel Programme does not form a preferred partnership nor guarantee access to HRG offices.

- ROOM GUARANTEE POLICY: Guests confirmed at the HRG rate must not be refused a room. Notwithstanding the foregoing, in the event the Hotel has exhausted all other options and a room is refused to a guest confirmed at the HRG rate, the Hotel shall: a) find and pay for room and taxes for the first night at a comparable hotel nearby, b) provide transportation to that hotel, c) pay for one long-distance phone call, and d) provide transportation back to the original hotel on the following day if the reservation is for multiple days and shall honour the HRG rate.
- BLACKOUT DATES: The Hotel shall blackout only the dates listed on this Agreement that are within the blackout date policy of the HRG Global Hotel Programme. **No amendments shall be made to the hotels blackout dates once the submission is accepted.** For the avoidance of doubt, this Clause is applicable to Fixed Pricing & Flexible options 1 & 3 only, where LRA applies.
- FEES: A consolidated invoice will be raised for the sum total amount of participation fee and any further marketing package selected. If individual invoices are required a \$75 charge per invoice will be applied. The Hotel shall pay its invoice within 30 days of issuance. The Hotel agrees to pay finance charges of 18% (1.5% per calendar month) for invoices not paid in full within 30 days of issuance. Under no circumstances are the HRG participation fees to be inflated (marked up). Where applicable, UK VAT will be charged on fees due under this Agreement.
- BILLING: The Hotel or chain submitting the Request for Proposal ("RFP") below, which forms part of this Agreement, agrees to pay all invoices due under this Agreement regardless of changes in ownership or chain affiliation.
- CANCELLATION: This Agreement may be cancelled at any time during the Term upon 90 days prior written notification by either HRG or the Hotel. Cancellation does not release the Hotel from payment obligation on fees and marketing packages invoiced or rooms being blocked prior to the expiry of the 90-day notice period.
- HRG will be entitled to use the Hotel and/or chain's information, data and other materials provided pursuant to this agreement ("Data") to create and manage hotel programmes for itself, its subsidiaries, the HRG Network as a whole, and regions/parts thereof, HRG Network members and partners, their respective clients, and any combination of the foregoing ("Users").
- Hotel licenses HRG to use the Data from time to time: (i) in the rate tables, systems, documents and applications which it uses and makes available to Users on the basis that the Data is used to enable the marketing and distribution of the inventory of, and the transacting of reservations with the Hotel. Further, HRG shall be permitted to retain copies of all the Data for financial, analytical and archival purposes.

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Safety & Security – Module 4

Geography/Transportation – Module 5

Communication/Technology – Module 6

Contracts must be received by 31 August 2011 to be considered.

Selection Criteria

Selection of hotels for the HRG global hotel programme is at the sole discretion of HRG, which reserves the right to decline any application for participation in the programme.

Hotels that do not meet basic requirements, have not settled the previous year's fee payment, or have not honoured the contracted rate or blocked space commitment will not be considered.

Pricing & Marketing Options

The participation fee for the 2012 HRG Global Hotel Programme is based on a flat fee per property of US\$795.

Hotels participating in and paying the participation fee for the 2012 HRG Global Hotel Programme will receive the following marketing support:

1. Listing on the online directory (www.hotels.hrgworldwide.com)
2. Rate loading in the major GDS's under the exclusive H4R rate access code and the H5R rate access code for net rate hotels
3. Photos* provided by the hotel to be displayed on the hotel detail screen on www.hotels.hrgworldwide.com
4. Logo* provided by the hotel to be displayed on the hotel detail screen on www.hotels.hrgworldwide.com

*The Hotel is responsible for supplying the logo and 3 photos. All artwork (files) MUST be submitted in the correct format. Files not sent in the correct format will be returned and not loaded on www.hrg-hotels.com until they are received in the correct format as requested by HRG. For an additional fee of US\$100 per hotel, HRG will copy the Hotel's logo and photos from the Hotel's website to display on www.hotels.hrgworldwide.com. The artwork specification will be sent out with notifications.

ELITE MARKETING PACKAGE (on www.hotels.hrgworldwide.com) US\$200 IN ADDITION TO STANDARD FEE

Elite Marketing Package includes the benefits identified in the standard marketing package detailed above, PLUS:

1. Hotel biased on hrghotels.com regardless of search type (i.e. city, post / zip code)
2. Extra hotel / chain logo on initial search screen
3. 2 articles on monthly e-newsletter (distributed to all registered users & 15,000 consultants worldwide). To be utilised once every 6 months. E newsletters must be specific to the hotel that has selected the Elite package.

You may purchase an Elite Marketing Package by entering "E" in field 288.

*Terms: 30 days net. Finance charge of 18% (1.5% per month) is added for invoices not received within 30 days of the date of issuance. Invoice will be included in the notification package, scheduled for delivery on or before December 1, 2011.

Late Submissions

RFP's received after the deadline will not be considered until January 2012 and will be assessed a late fee of US\$300 in addition to the participation fees listed above.

HRG Global Hotel Programme Value Guarantee

The participation fee paid by the Hotel will typically be returned to the Hotel upon one to five room nights being booked by any HRG Partner. If an individual hotel does not receive any bookings (revenue) from HRG equal to the participation fee paid, HRG will refund 50% of the 2012 participation fees for that property and waive the participation fee for the 2013 HRG Global Hotel Programme. The HRG Global Hotel Programme Value Guarantee applies to hotels that have not been in the HRG Global Hotel Programme before. The HRG Global Hotel Programme Value Guarantee applies to hotels that were selected for the 2012 HRG Global Hotel Programme, submitted by the deadline and paid in full by 31 January 2012. All hotels must have rates loaded into the GDS by 1st January 2012 to qualify for the value guarantee. Any claims under the value guarantee must be made between 1st January 2013 and 31st January 2013.

Prompt Payment Incentive

Selected hotels paying IN FULL by 31 January 2012 will receive a marketing allowance equal to 20% of the invoice. The marketing allowance may be used toward any of the ad-hoc advertising opportunities, i.e. sign-on screen, rotating banners, News, Promotions or the HRG e-Newsletter. Ad-hoc advertising is based on space availability. Unused marketing allowances will be forfeited.

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HRG Blocked Space Programme (participation optional)

- The HRG Blocked Space Programme is utilised only when there is a “sold out” situation (i.e. when rooms are no longer available through the GDS, the Central Reservation Office or the Hotel Reservation Department).
- A minimum of two (2) standard/superior rooms per night is requested over the duration of this Agreement.
- At your discretion, you may have a 24 or 48 hour cut off and offer these rooms at the HRG or Rack rate. Should rooms not be reserved before the designated cut off, they will revert back to general inventory.
- When the need arises to utilise the blocked space allotment, the HRG Central Blocked Space Reservation Office will advise the designated property contact via telephone, fax or email to confirm the reservation.
- In return for offering HRG blocked space, the Hotel will be highlighted in all media.
- The hotel must honour this Agreement in respect of the HRG Blocked Space Programme and HRG reserve the right to withdraw the property from the HRG Global Hotel Programme should the property fail to honour this Agreement.

E-Signature Requirements

Hotels submitting the 2012 rate contract via any electronic means including the HRG Web RFP, data file transfer and third party RFP contractor agree to full terms and conditions of the 2012 HRG Global Hotel Programme. It is the responsibility of the hotel chain and/or third party RFP processing service to provide each hotel with written terms and conditions of the 2012 HRG Global Hotel Programme. A record of the e-signature must be retained by the hotel chain and/or third party RFP processing service and be available for inspection on request for the duration of the contract.

The hotel chain and/or third party processing service must require each hotel to provide an electronic signature at the time the RFP is entered, which includes the following warranty:

“The property/chain warrants and represents that the information set out in this 2012 rate contract is accurate and complete and legally binding for the length of the Agreement. The person named in the NBTA RFP Format field 268 is duly authorised for and on behalf of the Hotel to enter into this Agreement with Hogg Robinson plc and agrees and accepts to the terms and conditions of the 2012 HRG Global Hotel Programme.”

Electronic File Guidelines & Specifications

PLEASE REVIEW CAREFULLY BEFORE SENDING YOUR FILE. Any variation from these guidelines will cause the import of your file to fail. It is the responsibility of the hotel chain/management company or third party RFP processing service to format the file correctly as specified in this document. Files that do not import by the 31 August deadline will be considered late and are subject to additional fees. (See “PRICING” on Page 3 of this contract).

- Use NBTA Standard RFP – 2012 revision whilst referring to the bespoke HRG data specifications and validations.
- Use modules 1 – 6.
- Send ONE FILE with all RFP’s. Each RFP must be in ONE STRING in this exact order: Property Basic Module, Client Specific Module, Services & Amenities Module, Safety & Security Module, Geography & Transportation Module, Communication and Technology Module.
- Each record must have EXACTLY 495 fields.
- Provide an ASCII comma-delimited file using “double quote” qualifier for text fields.
- TEST FILES are mandatory and are due to HRG by 17 June 2011. Send test files to globalhotelprogramme@hrgworldwide.com

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Rate Fields Guidelines

Rate fields starting with “CONS” should be used for HRG Preferred Commissionable rates. e.g. CONS_S1_RT1_SGL. This includes NBTA Standard RFP field numbers: 89, 90, 91, 92, 115, 116, 117, 118, 141, 142, 143, 144, 167, 168, 169 and 170.

Rate fields starting with “LRA” should be used for HRG NET rates (if offered). e.g. LRA_S1_RT1_SGL. This includes NBTA Standard RFP field numbers: 81, 82, 83, 84, 107, 108, 109, 110, 133, 134, 135, 136, 159, 160, 161 and 162.

Do not include rates in the fields labelled “NLRA” or “GOVT” These fields should be blank or null values, and are imported only for the purpose of maintaining NBTA Standard format. Any data provided in these fields will not be used by HRG and is not considered part of the 2012 HRG Global Hotel Programme contract.

Following are the NBTA fields that are mandatory to HRG’s selection process. Missing data will result in import failure. The number to the left of the field description is the NBTA field number.

Property Basic – Module 1

- (1) Property Code
- (3) Property Name
- (4) Property Address
- (6) City
- (7) State/Province Code
- (8) Region
- (9) Country Name
- (10) Postal Code
- (11) County
- (12) Main Phone Country Code
- (13) Main Phone Area/City Code
- (14) Main Phone Number
- (15) Main Fax Country Code
- (16) Main Fax Area/City Code
- (17) Main Fax Number
- (18) Latitude
- (19) Longitude
- (20) Unit of distance measurement used throughout contract: Miles (MI) or Kilometres (KM)

- (21) Property Internet URL Address
- (22) Property Sales General Email Address
- (23) Full or Limited Service
- (25) Market Tier (L=Luxury, UU=Upper upscale, U=Upscale, MFB=Mid scale with Food & Beverage, M=Mid scale without food & beverage, E=Economy, NA=Not applicable)
- (26) AAA Diamond Rating 1, 2, 3, 4, 5, NA (Not Rated)
- (27) Mobil Star Rating: 1, 2, 3, 4, 5, NA (Not Rated)
- (30) Year of Last Guest Room Renovation
- (31) Total Number of Guest Rooms/Suites
- (34) Name of hotel’s management company
- (35) Name of Hotel’s ownership company
- (39) Are facilities/public areas accessible by physically challenged/disabled/handicapped people?
- (40) Total number of rooms for the physically challenged/handicapped
- (41) Does hotel have handicap parking?
- (42) Property Location (A=Airport, D=Downtown/City Center, S=Suburb, R=Rural, T=Resort)
- Does your hotel accept the following credit card? Answer Y (yes) or N (no)**
- (44) American Express
- (45) Diners Club/Carte Blanche
- (48) Mastercard/Eurocard
- (49) Visa
- List your 2 letter GDS chain codes and corresponding property numbers. (Do not include the chain code in the property number)**
- (50) Amadeus Chain Code
- (51) Amadeus Property Number (must be 6 characters)
- (52) Apollo/Galileo Chain Code
- (53) Apollo/Galileo Property Number (must be 5 numbers)
- (54) Sabre Chain Code
- (55) Sabre Property Number (up to 7 numbers)
- (56) Worldspan Chain Code
- (57) Worldspan Property Number (up to 5 characters)
- (58) Master Chain Code (that links all chains together)

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Client Specific – Module 2

(70) Three Letter IMF Currency used throughout pricing profile when quoting rates/charges

(71) Room Type Standard (name the type of room offered in the standard room type)

(73) Room Type Upgrade (name the type of room offered in the upgrade room type)

Rate Proposal

(77) Season 1 Start Date (express season as mm/dd/2012)

(78) Season 1 End Date (express season as mm/dd/2012)

(79) Rack Rate Single (1) Std Room Type

(80) Rack Rate Double (1) Std Room Type

(81) Rack Rate Single (1) Upg Room Type

(82) Rack Rate Double (1) Upg Room Type

(87) HRG Net Rate Single (1) Std Room Type

(88) HRG Net Rate Double (1) Std Room Type

(89) HRG Net Rate Single (1) Upg Room Type

(90) HRG Net Rate Double Occupancy (1) Upg Room Type

(95) HRG Preferred Commissionable Single (1) Std Room Type

(96) HRG Preferred Commissionable Double (1) Std Room Type

(97) HRG Preferred Commissionable Single (1) Upg Room Type

(98) HRG Preferred Commissionable Double (1) Upg Room Type

(103) Season 2 Start Date (express season as mm/dd/2012)

(104) Season 2 End Date (express season as mm/dd/2012)

(105) Rack Rate Single (2) Std Room Type

(106) Rack Rate Double (2) Std Room Type

(107) Rack Rate Single (2) Upg Room Type

(108) Rack Rate Double (2) Upg Room Type

(113) HRG Net Rate Single (2) Std Room Type

(114) HRG Net Rate Double (2) Std Room Type

(115) HRG Net Rate Single (2) Upg Room Type

(116) HRG Net Rate Double (2) Upg Room Type

(121) HRG Preferred Commissionable Single (2) Std Room Type

(122) HRG Preferred Commissionable Double (2) Std Room Type

(123) HRG Preferred Commissionable Single (2) Upg Room Type

(124) HRG Preferred Commissionable Double (2) Upg Room Type

(129) Season 3 Start Date (express season as mm/dd/2012)

(130) Season 3 End Date (express season as mm/dd/2012)

(131) Rack Rate Single (3) Std Room Type

(132) Rack Rate Double (3) Std Room Type

(133) Rack Rate Single (3) Upg Room Type

(134) Rack Rate Double (3) Upg Room Type

(139) HRG Net Rate Single (3) Std Room Type

(140) HRG Net Rate Double (3) Std Room Type

(141) HRG Net Rate Single (3) Upg Room Type

(142) HRG Net Rate Double (3) Upg Room Type

(147) HRG Preferred Commissionable Single (3) Std Room Type

(148) HRG Preferred Commissionable Double (3) Std Room Type

(149) HRG Preferred Commissionable Single (3) Upg Room Type

(150) HRG Preferred Commissionable Double (3) Upg Room Type

(155) Season 4 Start Date (express season as mm/dd/2012)

(156) Season 4 End Date (express season as mm/dd/2012)

(157) Rack Rate Single (4) Std Room Type

(158) Rack Rate Double (4) Std Room Type

(159) Rack Rate Single (4) Upg Room Type

(160) Rack Rate Double (4) Upg Room Type

(165) HRG Net Rate Single (4) Std Room Type

(166) HRG Net Rate Double (4) Std Room Type

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Rate Proposal cont.

(167) HRG Net Rate Single (4) Upg Room Type

(168) HRG Net Rate Double (4) Upg Room Type

(173) HRG Preferred Commissionable Single (4) Std Room Type

(174) HRG Preferred Commissionable Double (4) Std Room Type

(175) HRG Preferred Commissionable Single (4) Upg Room Type

(176) HRG Preferred Commissionable Double (4) Upg Room Type

(183) For the Consortia/Travel Management rate listed above, what is your standard commission percentage?

Blackout Dates – HRG will accept a maximum of 10 blackout periods, up to a total of 25 blackout days (express as mm/dd/2012) If the blackout period is one day, start date and end date are the same. Must be in chronological order.

(185) Start date of 1st blackout period

(186) End date of 1st blackout period

(187) Start date of 2nd blackout period

(188) End date of 2nd blackout period

(189) Start date of 3rd blackout period

(190) End date of 3rd blackout period

(191) Start date of 4th blackout period

(192) End date of 4th blackout period

(193) Start date of 5th blackout period

(194) End date of 5th blackout period

(195) Start date of 6th blackout period

(196) End date of 6th blackout period

(197) Start date of 7th blackout period

(198) End date of 7th blackout period

(199) Start date of 8th blackout period

(200) End date of 8th blackout period

(201) Start date of 9th blackout period

(202) End date of 9th blackout period

(203) Start date of 10th blackout period

(204) End date of 10th blackout period

(209) What is Hotel's cancellation policy in hours for reservation guaranteed for late arrival? i.e.1200, 1400, 1600, 1800, 24hr, 48hr, 72hr (maximum)

(210) Will the hotel include early checkout fee in negotiated rate?

(211) Please state early check out fee? If not applicable enter "0"

(212) Early check out fee amount or fixed percent? A (Amount) or P (Percent)

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Taxes

(216) State Tax Included in Negotiated Rate? Y (yes) or N (no)

(217) State Tax amount (if not applicable enter 0)

(218) Unit of Measure P (percent) or F (fixed)

(219) City Tax Included in Negotiated Rate? Y (yes) or N (no)

(220) City Tax amount (if not applicable enter 0)

(221) Unit of Measure P (percent) or F (fixed)

(222) VAT/GST Included in Negotiated Rate? Y (yes) or N (no)

(223) VAT/GST amount (if not applicable enter 0)

(224) Unit of Measure P (percent) or F (fixed)

(225) Service Tax/Fee Included in Negotiated Rate? Y (yes) or N (no)

(226) Service Tax/Fee amount (if not applicable enter 0)

(227) Unit of Measure P (percent) or F (fixed)

(228) Occupancy Tax Included in Negotiated Rate? Y (yes) or N (no)

(229) Occupancy Tax amount (if not applicable enter 0)

(230) Unit of Measure P (percent) or F (fixed)

Value-Added Features – Hotels that provide complimentary, value-added features will receive additional consideration in the hotel selection process.

Are the following value-added features included in the HRG rate? Answer Y (yes) or N (no) unless otherwise indicated

(231) Daily Parking

(233) Breakfast

(235) Type of Breakfast: C (Continental); B (Buffet); F (Full)

(236) Fitness Centre Use Onsite

(240) Local Phone Call Charges

(242) High Speed Internet Access

(244) Is Wireless Internet access included

(246) Incoming Fax included

(247) Outgoing Fax included

(248) Transportation to/from Airport

Rate Authorisation – (258) By entering Y (yes) in this field, the property/chain submits that information here is correct and legally binding for the length of the Agreement. The below signed is an authorised contractor for the Hotel and has relevant authority to enter the Hotel into the terms and conditions of this Agreement with Hogg Robinson plc. This Agreement will not be considered unless signed by an authorised contractor (please refer to the required declaration above in the e-signature requirements section of this agreement).

Sales Contact on Property:

(259) Name

(260) Title

(261) Phone Country Code

(262) Phone City Code

(263) Phone Number

(264) Fax Country Code

(265) Fax City Code

(266) Fax Number

(267) Email Address

Person Responsible for the RFP Data:

(268) Name

(269) Title

(270) Phone Country Code

(271) City Code

(272) Phone Number

(273) Email address

(274) Date RFP submitted

(275) Hotel Chain Name – Actual chain name, not management company or GDS provider.

(276) Room Upgrade – If a space available room upgrade included in the HRG rate? (Y or N)

(277) Early Check-in – Is complimentary early check-in (8:00 a.m.) included in the HRG rate? (Y or N)

(278) Late Check out – Is complimentary late check out (16:00 or later) included in the HRG rate? (Y or N)

(279) Number of meeting rooms – Provide the number of meeting rooms available in Hotel. If your hotel has no meeting rooms, enter "0".

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(281) HRG Blocked Space Programme. If you do not wish to participate in the HRG Blocked Space Programme, enter "0" – **PARTICIPATION OPTIONAL:** By entering a number, you agree to participate in the HRG Blocked Space Programme. **See "HRG BLOCKED SPACE PROGRAMME" on Page 4 of this contract for details.**

(282) Blocked Space Cancellation Period

If you did not respond to question 281, enter "0" – Provide the period of time when rooms can be returned to the general inventory if not utilised by HRG. Valid entries are 24 (=24 hour cut off) or 48 (=48 hour cut off).

(283) Blocked Space Rate Type. If you did not respond to question 281, enter "0" – Identify the type of rate which will be applied to blocked space. Valid entries are H (HRG rate) or R (Rack rate).

(284) Blocked Space Contact

If you did not respond to question 281, enter "0" – Provide the name of the person at the hotel who is responsible for HRG blocked space. They **MUST** be a property contact, NOT the name of the person completing this bid or the chain contact name. Enter the first name and then the surname of the person to whom HRG will forward Blocked Space Programme requests.

(285) Blocked Space Telephone Number

If you did not respond to question 281, enter "0" – Provide the blocked space contact phone number. (Do not include dashes or spaces)

(286) Blocked Space Fax Number

If you did not respond to question 281, enter "0" – Provide the blocked space contact fax number. (Do not include dashes or spaces)

(287) Blocked Space Email Address

If you did not respond to question 281, enter "0" – Provide the blocked space contact email address.

User Defined Questions

(288) Elite Marketing Upgrade

If you do not wish to purchase a marketing upgrade, enter "0" – Hotel elects to purchase the upgraded marketing package. Entering "E" will add US\$200 to the standard fee on the invoice. **(See "Marketing Opportunities" on page 2 of this contract.)**

(290) What type of rate are you submitting? – Select the rate you will offer. See Page 1 of this contract for rate criteria.

(A) Fixed rate

(B) Flexible rate Option 1 – ceiling rate with LRA

(C) Flexible rate Option 2 – minimum 10% discount off best available market rate

(D) Flexible rate Option 3 – Ceiling rate with minimum 10% discount

(291) If you have answered (C) or (D) to question 290, what is your percentage discount? It must be at least 10% – Provide the percentage discount. A 10% discount is required.

(292) Date of hotel Opening – Please enter the date that the hotel opened (express date as mm/dd/yyyy)

(293) Do you have a lady traveller policy? Y (yes) or N (no)

(294) Do you have ladies only separate floors? Y (yes) or N (no)

(295) Is your hotel situated within the EU?

(296) If you have answered YES to the above, Please state your hotels VAT registration number

(297) Please state hotel commission contact name

(298) Please state hotel commission contact email address

(299) Does the hotel have telepresence rooms?

(300) Please state number of telepresence rooms at the hotel

(301) Please state contact name of person responsible for RFP data and contract submission (this person agrees to T&Cs of contract and payment of participation fees)

(302) Please state email address of person responsible for RFP data and contract

(303) Please state contact name for central invoicing

(304) Please state contact email address for central invoicing

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Services & Amenities – Module 3

Answer Y (yes) or N (no) unless otherwise indicated

- (305) Restaurant
- (310) Room Service
- (311) If yes, list room service hours (use 24h clock)
- (318) Fitness Centre On-Site
- (323) Fitness Centre Off-Site
- (326) Concierge Services
- (327) Business Centre
- (328) Indoor Pool
- (329) Outdoor Pool
- (332) On-Site Parking
- (334) Daily self-parking fee
- (340) Laundry/Valet Service
- (343) Iron/Ironing Board
- (350) Coffee/Tea Maker
- (351) Mini Bar
- (353) Complimentary Newspaper
- (355) In room safe
- (356) Can in room safe hold a standard size laptop
- (357) Air conditioning

Safety & Security – Module 4

- (371) Smoke detectors in all guest rooms
- (372) Are all hallways equipped with smoke detectors? (Y, N, or NA)
- (373) Smoke detectors in public areas
- (375) Are all hallways equipped with fire extinguishers? (Y, N, or NA)
- (376) Does hotel have emergency lighting? (Y or N)
- (377) Are hotel stairways ventilated? (Y, N, or NA)
- (378) Does hotel have an emergency evacuation plan posted in public areas? (Y, N, or NA)
- (379) Does hotel comply with all country/state/local fire laws?

- (380) Visual alarms for hearing impaired guests
- (381) Does hotel have visual alarms for the Deaf/Hard of Hearing in hallways? (Y, N, or NA)
- (382) Does hotel have visual alarms for the Deaf/Hard of Hearing in public areas? (Y, N, or NA)
- (383) Audible smoke alarms in guest rooms
- (384) Does hotel have audible smoke alarm in hallways? (Y, N, or NA)
- (385) Does hotel have audible smoke alarm in public areas? (Y, N, or NA)
- (386) Sprinklers in all guest rooms
- (387) Are all hallways equipped with sprinklers? (Y, N, or NA)
- (388) Sprinklers in public areas
- (389) Emergency information in all guest rooms
- (390) Is hotel auto linked to fire station? (Alarm automatically notifies fire station) (Y or N)
- (391) Are there emergency exits for each floor? (Y, N, or NA)
- (392) Does hotel have auto recall elevators? (Y, N, or NA)
- (393) Does the hotel have security on-site?
- (394) If yes, what are the hours of operation? (Please use 24h clock ex:00:00 – 23:59) If No, enter hours 00:00 – 00:00
- (395) Do guest room doors have deadbolts and/or secondary locks
- (396) Does hotel have public address system? (Y or N)
- (398) Are there locking devices on windows that open? (Y or N) If the windows do not open, answer Y.
- (399) Building meets all current local/state/country building codes
- (405) Is there video surveillance in public areas
- (406) Is there video surveillance of the parking areas
- (407) Is there video surveillance of the exterior of the front entrance
- (408) Is video surveillance recorded 24 hrs a day
- (409) Is video surveillance monitored 24 hrs a day
- (410) Do guest room doors have viewports? (Y or N)
- (411) Are there emergency back-up generators? (Y or N)
- (412) Are alarms continuously monitored? (Y or N)
- (421) What current environmental certification program(s) (e.g. Energy Star, GreenLeaf, LEED, etc.) do you participate in
- (422) Would you be willing to provide a copy of your certification upon request? (Y or N)
- (423) Does your property have an active recycling program in place?

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(427) 3-Letter Airport Code for nearest major airport

(429) Distance from nearest major airport to hotel

(430) Complimentary Shuttle Airport 1

(435) 3-Letter Airport Code for 2nd nearest major airport

(437) Distance from 2nd nearest airport to hotel

(438) Complimentary Shuttle Airport 2

Communication/Technology – Module 6

Answer Y (yes) or N (no) unless otherwise indicated

(457) Electrical adapters available

(473) Ethernet “high speed Internet” connection

(475) High Speed in room charge

(476) Wireless Internet connection available in guest room

(478) Wireless Internet connection in guest room charge

(490) Wireless Internet connection in public areas

(491) Wireless internet connection in public areas charge

NOTE: Only fields outlined on this Agreement are utilised by HRG. Any data provided in the remaining NBTA fields is imported only for the purpose of maintaining the NBTA standard format. Data provided in these fields will not be used by HRG, is not included in the HRG Global Hotel Programme agreement and does not relieve Hotel from any obligations outlined in the HRG Global Hotel Programme terms and conditions.

For the latest update on HRG, please visit www.hrgworldwide.com

Contracts must be received by 31 August 2011 to be considered.

OVERVIEW OF CONTRACT CHANGES

CONTRACT TIMELINE

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Rates & Programme Criteria

General Terms & Conditions

Selection Criteria

Pricing & Marketing Options

HRG Blocked Space Programme

E-Signature Requirements

Electronic File Guidelines & Specifications

Rate Field Guidelines

Property Basic – Module 1

Client Specific – Module 2

Rate Proposal

Blackout Dates

Taxes

Value-Added Features

Rate Authorisation

User Defined Questions

Service & Amenities – Module 3

Safety & Security – Module 4

Geography/Transportation – Module 5

Communication/Technology – Module 6

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General Terms & Conditions (Amended)

10. FEES: A consolidated invoice will be raised for the sum total amount of participation fee and any further marketing package selected. If individual invoices are required a \$75 charge per invoice will be applied. The Hotel shall pay its invoice within 30 days of issuance. The Hotel agrees to pay finance charges of 18% (1.5% per calendar month) for invoices not paid in full within 30 days of issuance. Under no circumstances are the HRG participation fees to be inflated (marked up). Where applicable, UK VAT will be charged on fees due under this Agreement.

HRG 2011 RFP FIELD CHANGES

ADDED

- (301) Please state contact name of person responsible for RFP data and contract submission (this person agrees to T&Cs of contract and payment of participation fees)
- (302) Please state email address of person responsible for RFP data and contract
- (303) Please state contact name for central invoicing
- (304) Please state contact email address for central invoicing

CONTRACT TIMELINE

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